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OFFICE OR STAFF OPERATIONS			K	7 December 1953	DEC 15 1953	740	Page 1 of 1 Pages	
DELETIONS			ADDITIONS			NET CHANGE NEW BR. & DIV. TOTALS	ORGANIZATION CODE (Machine Records)	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.			
 Vouchered CONTACT DIVISION	25X1A		 Vouchered CONTACT DIVISION	25X1A				
						25X1A		
<p>Action by request of Chief, Contact Division, dated 3 Dec. 1953.</p> <p>No change in T/O Strength.</p>								
						<p align="center">APPROVAL</p> <p align="center">Chief, Class. &amp; Wage Div.</p>		

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The above are hereby approved. Please make changes on office until new machine printed T/O page(s) is

DEC 15 1953

T/O CHANGE AUTHORIZATION

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SECURITY INFORMATION

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division  
THROUGH: Assistant Director for Operations *gh2*  
FROM : Chief, Contact Division

DATE: 3 December 1953

SUBJECT: Request for Reclassification of Position No. K208, Telegraphic  
Typewriter Operator, [REDACTED] Contact Division, 00

25X1A

1. It is requested that the subject position be audited for the purpose of raising the present classification from Telegraphic Typewriter Operator, GS-4, to Secretary (Stenography), GS-5.

2. Contact Division believes that the duties and responsibilities of the position have increased to the level required for a Secretary (Stenography), GS-5, classification. A job description outlining the duties of the position is attached.

3. If this request for reclassification is approved, any resulting promotion action will be subject to the availability of funds in the Contact Division budget for FY 1954.

[REDACTED]

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